

## REQUIREMENTS FOR COMPLETING A STATE GAMING LICENSE APPLICATION

The following procedure should be used in applying for a state gaming license:

1. Complete the enclosed gaming license application form fully. A separate application form should be completed for each jurisdiction that the organization intends to conduct gaming in. For an organization that intends to conduct raffles and calcuttas only, a consolidated license application may be completed if gaming will be conducted in multiple jurisdictions.
2. A separate site authorization form should be completed for each site that the organization intends to conduct gaming in. The site authorization must be approved by the local governing body of the city or county in which games of chance will be conducted (for a raffle, the conduct of the game is considered the drawing itself). Once the local governing body approves the site authorization, the white and yellow copies will be forwarded to the Office of Attorney General. The local governing body approving the form should retain the pink copy.
3. A separate rental agreement should be completed for each site in which the organization intends to conduct gaming. A rental agreement is required even if rent is not charged on any premise that is not owned by the organization. If your organization owns the premises, no rental agreement is required.
4. Enclose the \$150 license fee for each license being applied for.
5. The top official of the Organization must sign ALL DOCUMENTS.
6. New applicants include a copy of the organizations bylaws, articles of incorporation, and a copy of the corporate certificate or charter.
7. Enclose copies of several minutes of the meetings dating back at least two years through the current date (required to ensure that the organization has been regularly and actively fulfilling its primary purpose within this state during the two immediately preceding years).
8. The organization must be properly registered with the North Dakota Secretary of State as a nonprofit organization. To ensure your organization is registered with the Secretary of State's office, please call 1-800-352-0867 ext, 8-4284.
9. Mail all completed documents and fees to the Office of Attorney General at the address listed below.

NOTE: If the organization is completing a consolidated license application, please keep in mind that a site authorization and rental agreement, if applicable, are still required for each location where gaming will be conducted.

If you have any questions, please feel free to contact the Licensing Section at (701) 328-2329.

**Return all documents to:**

OFFICE OF ATTORNEY GENERAL  
LICENSING SECTION  
600 E BOULEVARD AVE DEPT. 125  
BISMARCK, ND 58505-0040